

# National Chengchi University (NCCU)

## Overseas Online Internship Agreement

This Agreement is made between:

Office of Student Affairs, NCCU (hereinafter, “Party A”)

(Company)\_\_\_\_\_ (hereinafter, “Party B”)

(Student)\_\_\_\_\_, \_\_\_\_\_ year, Department/Institute of  
\_\_\_\_\_ (hereinafter, “Party C”)

The content of the online internship should be related to the application of digital concepts in the field of international business. Based on the training of professionals with international perspectives, Party A and B cooperatively undertake overseas online internship, provide Party C with professional skill training and internship opportunities, according to the following conditions:

### I. Agreement Period:

The period of the internship shall be from \_\_\_/\_\_\_/\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_ (mm/dd/yyyy), with a total of \_\_\_\_\_ working hours per week.

### II. Responsibilities of Party A

1. Party A will assign a dedicated person or group to manage overseas internships, process applications and post open internship positions.
2. Party A shall prepare pre-job briefing for interns, in terms of basic video technical skills, knowledge of local and professional conditions and etiquette, along with other skills and knowledge to maximize internship success and outcomes.

3. Party A will seek to ensure that Party C's working conditions are legal and reasonable, and will inform Party C as to his/her rights and obligations.

### III. Responsibilities of Party B

1. Party B shall comply with all local labor laws and regulations, process the internship, and provide Party A with requested information for the pre-departure briefing.
2. Party B shall match interns with positions, and assist Party A in using online visits to guide and evaluate the student.
3. Party B will immediately notify Party A of any problems experienced by Party C that may negatively impact the overall internship experience.
4. Party B shall assist Party A in performing mid-term and final internship performance assessments for Party C, and shall provide a certificate of recognition upon Party C's completion of the internship.

### IV. Responsibilities of Party C

1. Party C shall make his/her best effort to implement the program goals set by Party B, and follow all reasonable requests and regulations set by Party B. If Party C requires personal leave during the internship period, such leave must be handled according to the regulations and requirements of Party B.
2. Party C Shall not alter the duration or hours of internships without approval from the University and internship institution.
3. Prior to the end of the internship period, Party C shall complete all tasks assigned by Party B and transfer all relevant materials to Party B.
4. Party C shall abide by all regulations set by the University, the internship institution and host country, and shall do nothing to damage the University's reputation or violate the respective laws of the two countries.

## V. Internship Report

4. Weekly internship diary: Party C must submit a weekly internship diary each Sunday, the content of which shall include online conversations and screenshots given by the supervisors or colleagues from the overseas company.
5. Submit a comprehensive internship report (exceeding 2000 words) within two weeks following the completion of the internship.
6. Participate in overseas internship experience sharing sessions, briefing sessions and other activities organized by the Career Development Center.

## VI. Employment Details

1. Job title:
2. Job description:
3. Working hours per day (TBD by Party B):
4. Working days per week:

## VII. Internship Benefits

1. Internship allowance:
2. Allowance payment date:
3. Others:

VIII. All parties agree to negotiate in good faith to resolve any disputes or disagreements arising during the internship period. In the event that a dispute cannot be resolved to the satisfaction of all parties, Party A may terminate this Agreement.

IX. Any matters related to the internship arrangement not covered by this Agreement shall be negotiated by the relevant parties and may result in amendment to this Agreement.

This contract is executed in triplicate, with a copy for each party.

Agreement between the three parties:

Party A (The University): Office of Student Affairs, NCCU

Representative:

Phone:

Address:

Office of  
Student Affairs Seal

Vice President Seal,  
Office of Student  
Affairs

Party B (Company):

Representative:

Tax ID number:

Phone:

Address:

Company Seal

Representative Seal

Party C (Student):

Please read the Agreement before signing

Signature/Seal:

ID Number:

Address:

Phone:

Date: mm/ dd/ yyyy